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Report For Week Ending 14 November 1956  
from  
FORMS MANAGEMENT BRANCH

1. Completed Actions

25X1A9a

DD/S Area

New Form for New CIA Headquarters Building - The development of a new form titled "Special Requirements" Form No. 1086a, has just been completed for the Building Planning Staff, Office of Logistics. This form will be used for the purpose of advising the Architect-Engineer of the various utility requirements for the new Headquarters Building. This form is being printed on Trans-Econ paper and when filled in with the pertinent information will provide an Ozlid Master from which the required number of copies may be made. In this respect it is quite similar to and will be used in the same way as Form No. 1068, Titled "Space Requirements" developed previously for the same office.

2. Pending Actions

DD/S Area

25X1A9a

1. Request Made for Revision of "Printing Services Requisition" - Memorandum request has been received from the Chief, Printing Services Division, O/L, to prepare a revised draft and new printing specifications for this form which bears the Form No. 70. It is proposed that:

- (a) Weight of paper stock be increased on first three parts
- (b) Carbon backed paper be changed to carbon interleaved paper
- (c) Size and Format of "delivery ticket" portion be changed
- (d) Delivery tickets be gummed on reverse side.
- (e) Instructions be changed.

2. Preliminary discussions will be held with the Chief, Printing Services Division before this project gets under way.

COMPLETED ACTIONS SUMMARY

Type	DD/I	DD/P	DD/S	Stock	Total	No. of Copies
New	6	1	3	1	11	65400
Revision	1	1	3	1	6	91600
Reprint	3	1	2	3	9	22200
Total	10	3	8	5	26	179200
Redesignated	2					
Obsolete	2					

PENDING ACTIONS SUMMARY

Type	DD/I	DD/P	DD/S	Stock	Total
New		1	3		4
Revision	4	2	7	1	14
Reprint				2	2
Total	4	3	10	3	20

Employee Suggestions 34

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